



# MINUTES

## FORMAL MEETING OF CITY COUNCIL

Diamondhead, Mississippi  
Council Chambers, City Hall  
January 7, 2014  
6:00 pm CST

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### I. Call to Order – Mayor Schafer called the meeting to order at 6:00 pm CST

1. **Invocation** – Councilmember Knobloch
2. **Pledge of Allegiance** – Councilmember Rech
3. **Roll Call** – All Councilmembers were present at 6:00 pm CST, except for Councilmember Lopez. Councilmember Lopez arrived at 6:03 pm CST.
4. **Confirmation or Adjustment of the Agenda Order** – Councilmember LaFontaine motioned, seconded by Councilmember Knobloch, to accept the Agenda Order as presented. Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

### II. Presentation Agenda

#### 1. Council Comments

- a. Mayor Schafer announced the next regularly scheduled Council Meeting will be held at 6:00 pm CST on Tuesday, January 21, 2014 in Council Chambers located at 5000 Diamondhead Circle.
- b. The City of Diamondhead will be closed, January 20, 2014 to observe the Dr. Martin Luther King, Jr. Holiday.
- c. Councilmember Knobloch gave a report on the recently completed map that reflects the location and wattage of every street light located within Diamondhead City limits.

#### 2. City Manager Report

- a. The first draft of the revised Employee Handbook has been given to the City Attorney for review.
- b. The City Manager and GIS employee met with Nvision to discuss ways the City could improve its GIS Program. A report will be given at a future Council Meeting regarding the progress of implementing low-cost methods to gather, sort and view data.
- c. The City of Diamondhead Website is being reviewed to assess the need for improvements/updates.
- d. The City is seeking Bids for the City's first drainage project.

Councilmember Knobloch stated there is an immediate need to replace the existing City Dump Truck and Backhoe. He requested the status of the Cost Analysis for the above mentioned equipment. The City Clerk stated a Total Cost of Ownership analysis is underway for the Dump Truck and is almost complete. An analysis has not taken place for the Backhoe to date. The Employee Handbook revisions took precedence to the analysis. Now that the Handbook has been turned over to Legal Counsel for review, the Clerk will return to the analysis of both mentioned items of equipment and will report her findings.

Councilmember Rech inquired the association of Nvision and GIS. The City Manager replied Nvision has entered into the open architecture platform for GIS data and the City is considering this option.

Councilmember Sislow requested "GIS" be explained to the audience. The City Manager stated the acronym denotes: Graphic Information Systems. Councilmember Rech indicated the system contains data from ditch cleaning efforts and can be used for funding request efforts. The City Manager added the system records photographs, video and data. This information provides "before and after" results of any ditch cleaning effort.

- e. The City Manager introduced James Moody. Moody is a graduate student majoring in Public Policy and Administration at Louisiana State University. He chose to “shadow” the City Manager during his winter break in efforts to learn more about Municipal Government.

**3. Public Comments on Agenda Items limited to 3 minutes per person – NONE**

**4. Public Hearing at 6:30 pm CST regarding: A Menace to the Public Health and Safety of the Community of Address 1282 Kapalama Court, Diamondhead, MS.**

Ronald Jones, City Building Official, was recognized and gave a brief synopsis of the property brought forth in the Public Hearing, 1282 Kapalama Court, Diamondhead, MS. Jones stated Ann Blaire is the property owner of said property. The existing structure burned in November 2012, and should be demolished. Proper notice was given to the property owner through certified mail in accordance with Section 21-19-11 of the MS Code. On December 24, 2013, the City received a signed acknowledgement of receipt from the property owner thru the United States Postal System.

Mr. Jones instructed the Mayor and City Council that a “hearing” had to be held for the property owner to receive comments.

The hearing was held. Mayor Schafer called Ms. Blaire’s name three (3) times. Ms. Blaire was not present and the hearing was closed at 6:32 pm CST.

**III. Policy Agenda**

1. **Approval of Minutes** - Upon motion by Councilmember LaFontaine, seconded by Councilmember Lopez, to accept the 12/17/13 and 12/27/13 minutes as presented. Councilmember Sislow stated he was absent from the 12/27/13 meeting.

Upon discussion, Councilmember LaFontaine and Councilmember Lopez withdrew their motions to approve the 12/17/13 and 12/27/13 minutes as presented.

Upon motion by Councilmember LaFontaine, seconded by Councilmember Lopez, to accept the 12/17/13 minutes as presented. Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nay’s none.

Upon motion by Councilmember Knobloch, seconded by Councilmember LaFontaine, to accept the 12/27/13 minutes as presented. Ayes: Lopez, LaFontaine, Knobloch, Rech and Mayor Schafer. Nay’s none. Councilmember Sislow abstained due to his absence at the meeting.

2. **Resolutions**

Item No. 2014 - 3060 - Resolution 2014 – 082: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, FINDING AND ADJUDICATION THAT THE HERIN DESCRIBED PARCEL OF LAND IS IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE CITIZENRY OF THE CITY AND AUTHORIZING ADVERTISEMENT FOR BIDS TO HAVE SAID LAND CLEARED AND CLEANED AND TO ASSESS THE COSTS TO THE SAID PROPERTY, 1282 KAPALAMA COURT, DIAMONDHEAD, MS.

Councilmember Rech motioned, seconded by Councilmember Lafontaine, to approve Resolution-2014-082: A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, FINDING AND ADJUDICATION THAT THE HERIN DESCRIBED PARCEL OF LAND IS IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE CITIZENRY OF THE CITY AND AUTHORIZING ADVERTISEMENT FOR BIDS TO HAVE SAID LAND CLEARED AND CLEANED AND TO ASSESS THE COSTS TO THE SAID PROPERTY, 1282 KAPALAMA COURT, DIAMONDHEAD, MS.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay’s none.

3. **Other Actions**

- a. **2014 – 3056 – Approve Stewart Sneed Hewes Property Insurance Renewal Proposal**

Frank Bordeaux of Stewart Sneed Hewes was recognized and presented the City's Property Insurance Renewal Proposal for the period of 1/8/14 thru 1/8/15. Bordeaux indicated the rate decreased from last year, however, the property values increased. He suggested the City select Option #3 offering a 2% deductible vs. a 5% deductible, as presented and implemented in last year's policy. The "All Other Causes of Loss" deductible of \$5,000 remains the same. As a result of Bordeaux's suggestion, the premium will increase by \$3,287.85. The City Manager noted the City budgeted for a \$25,000 premium in FY2014, which means the proposal is \$108.94 over budget.

After discussion of the guard shack insured value transferred by the POA, the Council decided to keep the guard shack on the policy.

Councilmember Sislow motioned, seconded by Councilmember Rech, to approve the Stewart Sneed Hewes Property Insurance Policy, selecting Option #3, for the period of 1/8/14 thru 1/8/15.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

**b. 2014 – 3057 – Approve Amended City of Diamondhead Policy and Procedure For Receiving and Opening: Request for Proposals (RFP), Request for Qualifications (RFQ) and Competitive Bids (BIDS)**

The City Manager addressed the changes proposed in the amended policy. They are:

1. RFP, RFQ and Bids are no longer required to be opened at Council Meetings. The revised policy allows for openings to take place anytime stated in the advertised request.
2. Council does not have to be present during the opening of RFP, RFQ or Bids.

Councilmember Rech asked the City Manager if the proposed changes are in line with state statute. The City Manager confirmed they are in line with state statute.

Councilmember Knobloch motioned, seconded by Councilmember Sislow, to approve the Amended City of Diamondhead Policy and Procedure for Receiving and Opening: Request for Proposals (RFP), Request for Qualifications (RFQ) and Competitive Bids (BIDS).

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

**c. 2014 – 3058 – Approve Bid for Drainage Improvements Project: Diamondhead Drive East, Ahelolo Circle, Bayou Drive & Kapalama**

The City Manager stated the proposed mentioned project is the City's first Drainage Project and Nancy Depreo, of Seymour Engineering, prepared the bid documents.

Councilmember Rech asked if the City was to address all locations at the same time. Depreo stated only three (3) are proposed at the same time with an alternate (Item #4).

Councilmember Rech requested the timeframe for the bid. Depreo stated bids are due, February 18, 2014.

Councilmember LaFontaine motioned, seconded by Councilmember Knobloch, to approve the Bid for Drainage Improvements Project: Diamondhead Drive East, Ahelolo Circle, Bayou Drive & Kapalama.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

**d. 2014 – 3061 – Discuss filling vacancy for Mayor's Youth Council – Resolution 2013 – 050**

Councilmember LaFontaine recognized the above mentioned Resolution approved by previous Council. He volunteered to be the lead in initiating and organizing the reformation of a Youth Council in order to provide youth activities and youth input regarding City services. LaFontaine requested 2 or 3 volunteers to help spearhead the project.

Mayor Schafer volunteered to assist with the cultivation of OLA. Two more volunteers need to be identified to assume St. Stanislaus and Hancock County Schools.

**e. 2014 – 3062 – Authorizing Seymour Engineering to make application to State and Federal Agencies in regards to the City of Diamondhead’s Projects identified in the Seymour Engineering Letter**

Councilmember LaFontaine motioned, seconded by Councilmember Lopez, to Authorize Seymour Engineering to make application to State and Federal Agencies in regards to the City of Diamondhead’s Projects identified in the Seymour Engineering Letter.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay’s none.

**f. Captain Al Hermann gave the police report for the period of December 1, 2013 thru December 31, 2013.**

**IV. Routine Agenda**

**1. Docket of Claims**

Councilmember Rech motioned, seconded by Councilmember Knobloch, to approve the Docket of Claims as presented.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay’s none.

**V. Public Comments on Non Agenda Items limited to 3 minutes per person – NONE**

**EXECUTIVE SESSION**

Councilmember Sislow moved, seconded by Councilmember Lopez, to go into closed session to discuss the need to go into Executive Session. The motion carried unanimously to go into Closed Session at 6:56 pm CST.

Councilmember Sislow moved, seconded by Councilmember Lopez, to go into Executive Session to discuss potential litigation matters. The motion carried unanimously.

Councilmember Sislow moved, seconded by Mayor Schafer, to come out of Executive Session. The motion carried unanimously.

Councilmember Rech moved, seconded by Councilmember Sislow, to return to the Regular meeting. The motion carried unanimously to return to the Regular meeting at 8:14 pm CST.

**RETURN TO REGULAR SESSION**

The City Attorney announced potential litigation was discussed in Executive Session and no official action was taken.

The City Attorney stated the City of Diamondhead has been requested to issue a building permit for a personal residence that will measure approximately 36.5 feet in height from grade. A conflict exists between the City's Zoning Ordinance (which places a 35 feet height limit for residential structures) and the International Building Code (which places a 40 feet height limit for residential structures). Both were adopted by the City on October 15, 2012. Realizing a conflict exists that will require amendment to the Ordinance in the future and in the interest of time, economies of scale and the promotion of development within the City, it is recommended to authorize the City Manager to implement such measures as are necessary to issue the building permit for the personal residence as requested of the City on, January 6, 2014.

Councilmember Sislow motioned, seconded by Councilmember Lopez, to authorize the City Manager to implement such measures as are necessary to issue the building permit as requested of the City on January 6, 2014.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay’s none.

**VI. Adjourn - Councilmember Lopez motioned, seconded by Councilmember Sislow, to adjourn the meeting at 8:12 pm CST. The motion carried.**

Thomas E. Schafer, IV  
Mayor

*[Handwritten signature of Thomas E. Schafer, IV]*  
*as noted*

Kristin Ventura  
City Clerk

*[Handwritten signature of Kristin Ventura]*

